

TBP National Convention Committee Meeting

3/18/97

Present: Melissa Miller, Ruth Alexander, Randy Schwartz,
Brad Guenther, Andy Dykstra, Heather Veith Rectanus,
Scott Leahy, Holli Shaffer, Troy Brin, Mike Unger, Dr. Fowler

Randy reported on the folder we would hand out as a favor. The dean has approved the "Desk Folder" available from a company in Wichita. The design was discussed, and the cost will depend on the design. The folder was estimated to cost \$15, though Nationals subsidizes \$5 for each favor. Heather will talk to her friend Jon Radermacher about the design.

Brad discussed the possibility of getting five 486 computers to use shortly before and during the convention. He also talked about the possibility of getting Gateway or Del to loan us some computers in exchange for some sort of publicity ("computers courtesy of...." for example). Perhaps some local phone companies could donate us some phones. Brad has volunteered to set up the server before the convention, but he will not be able to do everything. Someone with HTML programming knowledge needs to help him set things up. For those that don't have any experience with HTML, Dr. Starrett can give an instructional seminar about this, so don't let that stop you from helping out! We will need at least 6 machines for general use and 2 machines for administrative purposes. We will need people to volunteer to maintain the computers during the convention.

Perhaps at the airport we can set up a PPP connection to make the logistics during the convention easier. Every half-hour or hour we could upload info for updates. Or, perhaps we could get a long-distance company to give us free telephone service back to campus so that we can coordinate and track when people arrive, etc.

The possibility was discussed of setting up a company sponsored hospitality room at the hotel, however, we aren't sure what Nationals think of this idea. It needs to be passed by Jim Froula.

We need to set up a room at the Holidome for 4-6 computers. Dr. Fowler suggested that 2-3 computers be dedicated to e-mail, and 4 computers be dedicated to word processing. Brad suggested that a campus connection might be the easiest way to go, though we believe that the Holidome is equipped with these facilities also. There has been a change of management at the hotel since our bid was prepared.

Transportation from the airport to Manhattan and within Manhattan was discussed. Perhaps we can get some of the other schools in District 9 to help out with buses, etc. We need get conformation of that and details as to who can volunteer for what. Transportation within Manhattan might include shuttles to the mall, Aggieville, campus, and the hotel. University vans were suggested provided we have enough people employed by the State of Kansas to volunteer to drive them. This could be easier than finding

someone licensed to drive a school bus, for example. The possibility exists that we can charter some buses from Junction City also. Travelers Express and the KCI shuttle have ^{had runners} ~~converged~~, there is an office in Manhattan. Organizing the travel out will be more difficult than the travel in because everyone will want to leave within a 24 hour period.

We need to set up registration/welcome booths at the airport. We need to clear this with the people at the airport ahead of time. (Problems occurred with this at previous conventions.)

The football schedule could give us problems - we need to confirm our contract with the Holidome. Ed Basta told Troy that the hotel was already booked but we need to remind people of that. A letter should be sent to Max Urich, the athletics director, to remind him also of our convention, and to confirm that there is no game scheduled here for that weekend. The letter should be followed by a phone call. Make copies of all the letters sent! The same sort of letter should be sent to the management at the Holidome too.

Possible social events were discussed. These included campus tours, tours at TDM and AMI, and an outing to the Konza Prairie.

Finally, people were reminded that all the details of the convention must be finished by April 1998 when Nationals comes out. They will not allow any changes after that.

These major areas of organization are delegated to the following people.

Folder Design -	Heather / <u>Randy Schwarty</u> / Troy Brin
Transportation -	Scott, Heather, Randy, Ruth
Football Schedule -	Troy
Social Event -	Ruth / <u>Leslie George</u>
Computers -	Brad / <u>Scott</u>
Hotel -	Andy, Troy

If anyone else is interested in helping out with the things listed above or anything else, please let Ruth Alexander know. We need people who will be here in Oct. 1998 to get involved now in order to keep good continuity.

Please feel free to make comments or suggestions for the next committee meeting